




MEMORANDUM

TO: Mayor and Council

FROM: Bert Lumbreras, Assistant City Manager 

DATE: August 11, 2017

SUBJECT: CodeNEXT Project Update

The purpose of this memo is to provide you with an update regarding CodeNEXT's timeline, budget, and communications planning.

As you are aware, CodeNEXT is driven by an aggressive timeline and budget. In order to maximize the effectiveness and efficiency of CodeNEXT team resources, we have assembled a CodeNEXT Project Management Team consisting of staff from Planning & Zoning, Communications and Public Information Office, Communications and Technology Management, and the City Manager's Office to oversee the this multi-disciplinary project. Additionally, as part of his new Interim Assistant City Manager duties, Joe Pantalione will be overseeing CodeNEXT in its final stages.

The following are a few of the immediate changes you may have already seen:

- **Council Q&A for CodeNEXT.** At the request of Council, Budget Office staff implemented a Council CodeNEXT Q&A website, modeled after Budget Q&A, as a repository for Council questions related to CodeNEXT. It was designed to provide each council office with a secure means of submitting questions, routing through the appropriate channels for response, and includes a capability to track response rates and times. A memo was sent out in late May with the login process. The CodeNEXT team continues to respond to Council questions via the Council Questions page. Please submit all Council questions about the CodeNEXT process, text, or map to the [Council Q&A CodeNEXT page](#) and staff will respond.
- **CodeNEXT website (<http://austintexas.gov/codenext>).** The CodeNEXT website has been and continues to be restructured to reduce the amount of clutter, streamline search parameters, and provide a direct link for Council CodeNEXT questions.

Next steps include changes to the working process:

- **CodeNEXT Work Sessions to Sync with Project Timeline.** Attached to this memorandum is a timeline of the CodeNEXT project through adoption. Please note that release of the second draft is currently anticipated for September 15. By providing this timeline, Council can align future CodeNEXT Work Session agendas and discussions according to CodeNEXT project status.
- **Posting CodeNEXT Work Session and Special Called meetings.** We have recently implemented a new two-week advance posting process, in conjunction with the launch of a new council posting system. Consistent with this new practice, the Agenda Office will begin posting the

CodeNEXT Special Called Work Sessions and related meetings two weeks in advance to allow your offices time to focus on the content of the items to be discussed, as well as provide staff time to respond to questions with in-depth analysis. In addition, pertinent backup documentation will also be posted in advance.

- **Communications.** In anticipation of releasing the second draft of the new Code in mid-September, the CodeNEXT team is increasing its communication efforts immediately. Staff will be utilizing a new blog feature on the CodeNEXT website to share major project updates and to provide summaries of major changes between the first and second drafts. The team will also be sharing updates via the CodeNEXT social media accounts. The first blog post was released on August 10. Residents who signed up for the CodeNEXT newsletter received an email notifying them of staff's current status generally and introducing them to the first in a series of updates.
- **Public Engagement.** The Draft Two Community Engagement phase will occur through the months of September and October. Mid-September release of the second draft will include revised text and an updated map. Both elements will be available online for public review and comment. Staff is also committed to continuing CodeNEXT office hours through the second draft engagement period, allowing individuals to meet in person with a CodeNEXT team member to ask questions about the code text and map in a one-on-one setting.

Regarding community engagement meetings, I have instructed the CodeNEXT team to also plan a series of six community-wide meetings, including one in Spanish. To be mindful of the overall project budget, the CodeNEXT team will not engage in district-only meetings. Scheduling community-wide meetings in strategically identified locations will allow the CodeNEXT team to fully commit and engage in these meetings while reducing any undue impact to the project budget. Once established, the schedule for these community meetings will be shared in advance to allow time for the public and all Council offices to plan accordingly.

I would like to thank the CodeNEXT Team for their hard work and diligence on this project. We are in the critical stages of this important community project and I am confident these changes will be highly beneficial.

If you have any questions, please contact Joe Pantalion, Interim Assistant City Manager, at 512-974-3438 or Kristi Samilpa at 512-974-7650.

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Jolene Kiolbassa, Chair, Zoning and Platting Commission

Attachment: CodeNEXT Road to Council

ROAD TO COUNCIL 2017-2018

